

17 AUG 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Young Professionals

1. The attached paper is a summary of Personnel Officer views concerning the time spans usually spent by young professionals in moving from Grades GS-07 - GS-11. Most Personnel Officers feel four years is a customary period. The attached paper suggests most components consider the promotion of employees within the GS-07 through GS-11 grade range without relying upon differences in time-in-grade because of personnel status (professional, technical or clerical).

2. We had been leaning toward the idea of recommending the reestablishment of a two grade instead of a one grade promotion policy for young professionals subject to the final results of the PMMP headroom evaluations. We wanted to sharpen the focus on the qualifications of clericals and technicians to pass, via the promotion route, into the professional ranks. We also hoped to avert some of the problems that have been experienced in administering the passage of professionals through the Grades 8 and 10 and to simplify administration of the CSGA. As of this week, the idea of a two grade promotion has been overrun by the requirement to reduce average grade and by a prospective five per cent reduction in on-duty-strength.

3. Notwithstanding, these new restrictions emphasize, rather than diminish, the need for studying and proposing policies that will insure the proper entry-on-duty and promotion of young professionals. In the Age and Grade Study, we noted that further substantial reductions in strength at the lower age levels could produce imbalances that will linger for years, long after the problems causing the rollbacks are forgotten.

4. As the Office of Personnel concentrates upon monitoring the progress of the reductions in average grade and the implementation of future reductions in strength, it should keep in mind that the success of its efforts will partly depend upon how well it maintains a minimal input of professionals under 30; a reasonable rate of promotion; and a proper balance between clerical and professional personnel. These three considerations are particular concerns of the Office of Personnel and top management inasmuch as the individual Career Services cannot be expected to perceive or worry about the Agency-wide consequences of their reduction program.

5. The tightening of promotional opportunities and accessions at the lower levels adds impetus to your expressed concern about the need for a better delineation between professionals and technicians, notably in considering the promotions and the proper mix of each group. As you requested, I will think about this problem as it specifically relates to the SP Career Service.

Chief, Plans Staff

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